

Procedures for Completing the Assessment of Learning Media

BRIEF INSTRUCTIONS

Print out and carefully review the appropriate Decision Tree given the students' age.

It is important that this Decision Tree be used as a guideline throughout this assessment

Refer to it often.

For each form that is to be completed, read and follow the directions in the box at the top of the page.

After a form has been completed, fill in the summary page.

Using the gathered information, write a report or integrate into teacher report.

A sample script has been provided to aid in writing the report. This form may be used as is or changed as needed.

DETAILED INSTRUCTIONS

TO BEGIN:

All students begin at the same point. This assessment is to be given in its entirety. Findings may not be reliable otherwise.

DECISION TREE:

The Decision Tree is extremely important and guides the assessor through the process. There are 2 different decision trees, based on the chronological age of the student. Each box lists the:

1. Form letter (A, B, C, D, E, or F)
2. Title of the form
3. Frequency with which the form should be completed

There are two optional forms.

1. Form B1 should always be offered to the parents
2. Form C1 only needs to be completed if the administrator feels it is necessary in order to generate further discussion regarding the student's ability to display prerequisite reading skills

FUNCTIONAL VISION ASSESSMENT:

California School for the Blind encourages teachers to use the Functional Vision Assessment as seen on Form A. Assessors outside of the school may choose to use this assessment or may use their own as long as they are gathering similar information, which should include:

1. medical background and use of aids
2. uses of vision in multiple settings (if appropriate, given visual impairment)
3. analysis of gathered information

COMPLETING FORMS B – F:

Directions for forms B, C, D, E, and F are explained at the top of each form and should be followed as written.

There is a summary page at the end for forms B-F. It is important that each summary page be completed.

ADDITIONAL INFORMATION – FORM C (for students below age 16):

Following the completion of form C (for students below age 16), the decision must be made as to whether the assessment will be completed with the student as an academic or functional learner. Follow the Decision Tree in order to correctly administer the remainder of the assessment.

There is some subjectivity in form C for the Education Program. The teacher is making a decision regarding the students reading readiness, which effects how the remainder of the assessment in administered. In some cases IEP team members may not agree with the findings. If this occurs, the administrator should complete form C1 with the team and a decision regarding how to proceed should be made. Therefore, it is possible that a different decision will be made and further assessment will need to be completed.

ADDITIONAL INFORMATION – FORM D:

If Form D is to be completed, note that it consists of two parts, both of which need to be completed.

As part of form D, a curriculum based reading assessment must be completed. Teachers are to choose a well researched, published, reading inventory that provides information regarding word recognition, comprehension, and reading speed.

SUMMARY OF FINDINGS:

The information gathered in this Assessment of Learning Media should be summarized. It is important that the information be included in the teacher report and/or added to the cumulative file. It is equally as important that it be written in a manner understandable to the parent. A Summary of Findings is a suggested report outline, where information from the summaries can be integrated. Assessors may use this form or present information as they see fit.